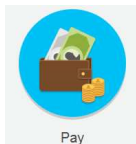# Employee Self Service – Direct Deposit

Employee Work Center enables you to make changes to your bank information for direct deposit of your payroll. Direct deposit changes must be made at least 9 calendar days prior to pay date in order to be effective for that pay date. Please follow the steps below to make the necessary updates to your direct deposit.

1. Go to www.link.nebraska.gov
2. Click Employee Work Center
3. Log on using your assigned user ID and password. You can use the Forgot Password button for a password reset.

4. You should be taken to the All About Me home page. If you are not, click on the menu button [≡] in the upper left hand corner and click on All About Me.
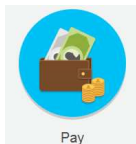
5. Click on [Pay]
6. Click on Payment Elections under the **Actions** heading below the Pay Icon.
7. Click [Add Account] to add in a new bank account
   a. Select the Account type (checking or savings)
   b. Enter the name of the bank
   c. Enter the 9-digit bank routing number
   d. Enter your bank account number
   e. CAUTION: Make sure you are entering the right numbers exactly! Incorrect routing or account numbers could cause your payroll deposit to be rejected and delay issuance of your paycheck.
   f. Click [OK]
8. Click [Change Account] to edit the routing number or bank account number to an existing account.
9. Click [Delete Account] to remove an account you no longer use.
10. Once you have your account added or changed, you can then change your Payment Elections to determine how much money you want deposited into your various accounts. To do that, click on [Change Election].
11. Use the ⊕ sign to add a new account to the list.
    a. Select USA as the country, direct deposit as the payment type, and then use the 📋 prompt button to choose one of your previously added bank accounts.
    b. Use the Balance/Amount/Percent column to choose how you want your payroll split. NOTE: You must always choose one account as Balance for the remainder of your paycheck.
12. Use the ⊖ sign to remove an account you no longer want to deposit to. This will leave the account listed but will stop deposits to it. You can then follow step 11 to begin depositing into it again in the future.
13. If you just need to change the amount or percentage on an existing account, simply type in the new amount or percentage in the appropriate box.
14. Click [OK] and then click [Done].